



ASH MANOR SCHOOL, MANOR ROAD, ASH, SURREY, GU12 6QH

Tel: 01252 353900

NoR: 1300

Head Teacher: Ms A Bailey



EXAMINATION INVIGILATORS

Salary £12.71 per hour

Ash Manor School is looking to appoint examination invigilators to assist the school with the preparation and delivery of its internal and public academic examinations.

This role will involve liaising with staff and students to create a calm and quiet learning environment for students during the course of the examinations and to ensure that they are provided with the necessary support.

The school is looking for candidates who have strong organisational skills and can work collaboratively with colleagues to organise and set up the examinations. Previous experience within an academic environment would be beneficial but not essential as full training will be provided.

Specific skills and attributes:

- A high level of oral/written communication skills
- Good personal presentation
- Good time management & self-organisation
- Ability to build and maintain positive relationships
- Accuracy and attention to detail
- Flexible approach to work
- Ability to work under pressure and to tight deadlines
- Approachable with a good sense of humour

For a chat about the position please contact the Examinations Manager, Mrs Sue Green on 01252 353900.

A Support Staff application form can be found at <https://www.ashmanorschool.com/Vacancies/>

Please note we do not accept CV's.

Applications to be sent to recruitment@ashmanorschool.com.

Closing date: The position will close as soon as a suitable field of candidates is achieved.

This post is exempt from the Rehabilitation of Offenders Act 1974. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for this role. You are required to declare any unspent convictions, cautions, warnings and bind-overs you may have, regardless of how long ago they occurred, as well as any pending criminal proceedings or current police investigations. More information regarding this can be found on the application form.

